

## Changes and Plans Arising out of the Self Evaluation Process

The following two tables contain (1) the changes that the College has implemented as a result of the self-evaluation process and (2) the plans the College has identified as a result of the self-evaluation process. The order of items generally coincides with the order in which they appear within the discussion of Commission Policies and the Standards, and the lists are synthesized versions of the individual charts appearing at the end of those sections.

Table 1. Changes Arising Out of the Self Evaluation Process				
Goal/Activity	Associated Policies/Standard(s)	Person(s) Responsible	Completion Date(s)	Outcome
Ensure consistent methods to convert course hours to units of credit and that the College Catalog contains accurate information regarding the award of credit per the Academic Senate Curriculum Committee standard of 52.5 hours of lecture, study, or laboratory work per unit of credit, as documented in CCSF's Curriculum Handbook	Commission Policy on Institutional Degrees and Credits  Standard II.A.4  Standard II.A.9	Office of Instruction  Curriculum Committee	May 2016	2016-17 Catalog indicates that each unit of credit is based on 52.5 hours of lecture, study, or laboratory work only includes courses for which consistent method of converting hours to units of credit was used
Ensure clear presentation of procedures, deadlines, and documents regarding transfer of credit in 2016-17 College Catalog	Commission Policy on Transfer of Credit	Office of Instruction  Articulation Officer	May 2016	Catalog contains clear procedures, deadlines, and documents regarding transfer of credit
Adopt a Student Authentication Policy to ensure verification of students' identities in distance learning classes	Commission Policy on Distance Education  Standard III.C.5.	Chief Technology Officer  General Counsel	1st read of BP 6.28 (Student Authentication) took place on June 23, 2016; Board adopted this policy on July 28, 2016; posting on website expected in early August 2016 with immediate implementation	Adopted Board policy and implementation to ensure confirmation of distance learning students' identity
Disaggregate SLO data to better inform Equity	Standard I.A.2.	Director of Research  CurricUNET Administrator	Fall 2015	SLO disaggregation incorporated into College-wide planning and assessment

**Changes Arising Out of the Self Evaluation Process (Table 1 continued)**

<b>Goal/Activity</b>	<b>Associated Policies/Standard(s)</b>	<b>Person(s) Responsible</b>	<b>Completion Date(s)</b>	<b>Outcome</b>
Create a more sustainable and flexible technological system to collect program review and assessment data (CurricUNET)	Standard I.A.3.	Dean of Institutional Effectiveness  CurricUNET Administrator	Fall 2015	Increased ability to analyze across program reviews, More explicit connections to assessments and plans
Codify the College's decision-making processes through the development of a Roles, Responsibilities, and Processes Handbook containing flowcharts and narratives that also documents the relationship between the Participatory Governance system and Collegial Governance system	Standard I.B.7 Standard IV.A.2.	Chancellor  Academic Senate  AVC, Institutional Development  With input from all constituents	April 2016	College as a whole will have a clearer sense of decision making related to the development of Program Preview, plans, initiatives, Board policies, and administrative procedures and related to resource allocation  All constituencies will have clarity regarding their roles and responsibilities and the processes related to College decision making
Explicate the relationship between and integration among College-wide plans through creation of an EMP implementation matrix	Standard I.B.9.	Office of Research and Planning	Initiated December 2014; 1st progress report May 2015; ongoing	Integration of plans and related resource allocation
Track resource-linked progress and improvements that result from Program Review allocation by collecting this information in Program Review	Standard I.B.9.	Dean of Institutional Effectiveness, Office of Research and Planning, AVC Institutional Development	Initiated in Fall 2015 and ongoing	An understanding of how allocation of resources is leading to improvement to inform and maximize effectiveness of ongoing resource allocation decision making
Ensure consistency across the institution in reviewing all courses and programs, and in using data and analysis from the review in institutional planning and resource allocation	Standard II.A.16.	VC Academic Affairs, Department Chairs, School Deans	Initiated in Fall 2015 and ongoing	An understanding of how allocation of resources is leading to improvement to inform and maximize effectiveness of ongoing resource allocation decision making
Ensure that the Class Schedule contains accurate and up to date information	Standard I.C.1.  Standard I.C.5.	AVC of Instruction - Enrollment Management  Instructional Support Services	August 2015 and ongoing	Information in Class Schedule is as accurate and up to date as possible

**Changes Arising Out of the Self Evaluation Process (Table 1 continued)**

<b>Goal/Activity</b>	<b>Associated Policies/Standard(s)</b>	<b>Person(s) Responsible</b>	<b>Completion Date(s)</b>	<b>Outcome</b>
Ensure that web pages are accurate and up to date	Standard I.C.1.	AVC Institutional Development  Chief Technology Officer	Initiated in Spring 2016 and ongoing	Website is as accurate and up to date as possible with changes continuing to take place as needed
Ensure all syllabi contain SLOs	Standard II.A.3.	School Deans  Department Chairs	Fall 2015 and ongoing	Verification that all syllabi contain SLOs
Enforce course prerequisites, corequisites, and advisories through development of a review process	Standard II.A.4.  Standard II.A.8.	VC Academic Affairs  Office of Instruction  Curriculum Committee  School Deans Department Chairs  Office of Matriculation and Assessment	Development of a process initiated in Fall 2015 and completed in Spring 2016; ongoing implementation	All prerequisites, corequisites, and advisories are reviewed and enforced leading to improvement in student achievement
Develop process to collect and review course sequencing	Standard II.A.5.  Standard II.A.6.	VC Academic Affairs  School Deans  Department Chairs  Faculty  CTE Advisory Boards (resource)  Program-specific external accreditors	Fall 2015	Course sequencing meets student needs
Further ensure that SLOs are considered in the acceptance of course credit from other institutions	Standard II.A.10.	Office of Instruction	May 2015	Greater consideration of SLOs in the acceptance of course credit from other institutions

Develop learning outcomes that address quantitative reasoning	Standard II.A.11.	SLO Coordinator Dean Institutional Effectiveness VC Academic Affairs	October 21, 2015	<a href="#">CCSF GE Outcomes website.</a> <a href="#">Senate Agenda</a> <a href="#">BiPartite Agenda</a>
---	-------------------	--	------------------	--

**Changes Arising Out of the Self Evaluation Process (Table 1 continued)**

Goal/Activity	Associated Policies/Standard(s)	Person(s) Responsible	Completion Date(s)	Outcome
Create CSU and IGETC learning outcomes	Standard II.A.12.	SLO Coordinators VC Academic Affairs Dean Institutional Effectiveness	21-Oct-15	<a href="#">Approved CSU learning outcomes</a> <a href="#">Approved IGETC learning outcomes</a>
Enforce requirement that CTE programs will establish an advisory board, meet at least once a year with the advisory board, and document their discussions with the advisory board	Standard II.A.14.	VC Academic Affairs AVC Workforce SLO Coordination Team CTE/ Perkins Coordinator Department Chairs School Deans	Fall 2015 for establishing advisory boards Spring 2016 for all meetings	All CTE programs will have an advisory board All CTE programs will meet with their advisory boards at least once a year All advisory board meetings will be documented
Ensure consistency across the institution in reviewing all courses and programs and in using data and analysis from the review in institutional planning and resource allocation	Standard II.A.16.	VC Academic Affairs, Department Chairpersons, School Deans AVC Institutional Development, Dean of Institutional Effectiveness, Director of Research	Initiated and ongoing	Planning and resource allocation ensures improved outcomes
Ensure equitable access at all locations to services through development and implementation of the EASE Plan that identifies core services and primary locations and uses data to support findings	Standard II.A.7. Standard II.B.1. Standard II.C.3.	VC Student Development EASE Task Force	Plan completed in Fall 2016 Implementation in Spring 2016 and ongoing	Students will have equitable access to core services at each primary location

Ensure that EASE implementation meets student needs at all locations through ongoing evaluation	Standard II.A.7. Standard II.B.1. Standard II.C.2. Standard II.C.3 Standard II.C.4.	VC Student Development  EASE Task Force  Administrators/Coordinators of all student services	Initiated in Spring 2016 and ongoing	Continuous cycle of assessment and evaluation will promote student success, evidenced by improved SSO and achievement outcomes
---	---	--	--------------------------------------	--

**Changes Arising Out of the Self Evaluation Process (Table 1 continued)**

<b>Goal/Activity</b>	<b>Associated Policies/Standard(s)</b>	<b>Person(s) Responsible</b>	<b>Completion Date(s)</b>	<b>Outcome</b>
Secure permanent staff and clarify the organization chart for Student Development	Standard II.C.2.	Chancellor  VC Student Development	Clarification of organization chart – Completed in Summer 2015  Securing permanent staff - in progress to be completed by Fall 2016	Staffing level and clarification of organization chart will enhance Student Development Division's capacity to ensure equitable services at all locations and ongoing improvement of services
Finalize the SSSP and Student Equity Plans	Standard II.C.2.	VC Student Development	Fall 2014 and 2015	College received SSSP and Student Equity funding based on submitted plans and is ensuring coordination/integration of these and all College plans
Sustain a continuous cycle of improvement through outcomes assessment, including for Counseling, thereby improving student services planning processes	Standard II.C.2. Standard II.C.3. Standard II.C.4.	VC Student Development  SLO/SSO Coordinator  Dean of Counseling and Matriculation  Administrators/Coordinators of all student services	Initiated in Fall 2012 and bolstered by appointment of SLO/SSO Coordinator; work is ongoing with a variety of institutional resources in place to ensure continuation	Ongoing improvement of student services as needed based on outcomes assessment results; each student service area demonstrates CQI for at least one SSO
Ensure that students receive information regarding counseling services	Standard II.C.3. Standard II.C.5.	VC Student Development  Dean of Counseling	Initiated in Spring 2016 and ongoing	Students will be aware of counseling services available to them at each Center

Create a better system for the transfer of records from site to site utilizing the Banner Document Management System	Standard II.C.8.	All Student Development Offices	Initiated in Spring 2016 and ongoing	Counselors and other student support services personnel will have easier access to student records which will enhance their ability to provide appropriate counseling and advising services
--	------------------	---------------------------------	--------------------------------------	---

**Changes Arising Out of the Self Evaluation Process (Table 1 continued)**

<b>Goal/Activity</b>	<b>Associated Policies/Standard(s)</b>	<b>Person(s) Responsible</b>	<b>Completion Date(s)</b>	<b>Outcome</b>
Ensure long-term financial stability	Standard II.D.2. Standard III.D.4. Standard III.D.12.	VC Finance and Administration	Initiated 2012-13 and ongoing	Plans in place for long-term financial viability and stability of the College that takes into consideration future liabilities and funding fluctuations; use of multi-year financial projections that College adapts to changing circumstances
Ensure evaluation of all governance structures	Standard IV.A.2. Standard IV.A.7.	PGC Chair  Academic Senate President  Associate Dean of Student Affairs and Associated Students  Classified Senate President	PGC evaluation completed in Spring 2014 and Spring 2015 and continuing annually  Academic Senate conducts ongoing evaluation  Associated Students conducts ongoing evaluation  Classified Senate will conduct formal internal and external evaluation in Fall 2016  Classified Senate will begin conducting Program Review as a unit in Fall 2016	Ongoing improvement of governance structures based on evaluation findings

**Table 2. Plans Arising Out of the Self Evaluation Process**

<b>Goal</b>	<b>Associated Policies/Standards</b>	<b>Person(s) Responsible</b>	<b>Expected Completion</b>	<b>Expected Outcome</b>
Adopt a Board Policy and Administrative Procedures on the award of credit	Commission Policy on Institutional Degrees and Credits  Standard II.A.4.  Standard II.A.9.	VC Academic Affairs  AVC Instruction  Curriculum Committee	BP 6.03 and AP 6.03 were recommended by the Academic Senate on May 25, 2016, but need to be reviewed by PGC as information only in Fall 2016 and then adopted by the Board (BP 6.03) and Chancellor (AP 6.03)	Clear policy and practice related to the award of credit through adopted BP and AP 6.03
Create additional institution-set standards to use when assessing mission effectiveness, particularly related to Equity goals focusing on basic skills sequence completion and transition from noncredit to credit	Standard I.A.2.	Director of Research  Assessment Planning Team  Academic Senate	Fall 2016	Full frame of standards for discussing effectiveness in accomplishing all components of the primary mission
Ensure access to all data points used to review and validate the Mission Statement through Argos "drill downs" from College-wide to department, program, course, and section levels	Standard I.A.2.	Director of Research	August 2016	Deepened integration between mission and Program Review
Demonstrate program and service alignment with mission through extract of Fall 2015 Program Review from CurricUNET	Standard I.A.3.	Director of Planning	Fall 2016	Model examples to increase clarity and consistency (if necessary) in next Program Review cycle

**Plans Arising Out of the Self Evaluation Process (Table 2 continued)**

<b>Goal</b>	<b>Associated Policies/Standards</b>	<b>Person(s) Responsible</b>	<b>Expected Completion</b>	<b>Expected Outcome</b>
-------------	--------------------------------------	------------------------------	----------------------------	-------------------------

Ensure that licensure and job placement rates are addressed in Program Review	Standard I.B.3.	AVC Workforce Dean of Institutional Effectiveness	Initiated in Spring 2016 with Fall 2016 completion; ongoing as needed	Articulate activities to improve licensure and job placement rates (when needed) and/or adjust rates as warranted and appropriate
Address equity gaps using disaggregated SLO data	Standard I.B.6.	See QFE	See QFE	See QFE
Sustain efforts related to collecting syllabi and SLOs and evaluate impacts of new process for providing accurate SLOs and instructions to faculty	Standard II.A.3.	VCAA Academic Affairs Academic Senate	Ongoing	Syllabi will continue to include accurate SLO information
New ILO for quantitative reasoning	Standard II.A.11.	SLO Coordinator Academic Senate	End of Fall 2016	New ILO for quantitative reasoning
Analyze SENSE results to determine whether the results suggest a need for any changes related to services for incoming students	Standard II.C.1.	Office of Research and Planning VC of Student Development	Fall 2016	A set of recommendations, as appropriate, for changes based on SENSE results
Develop clear directions for the appropriate use of computers and the appropriate use of classroom technology through a Computer and Classroom Technology Use Policy and procedures	Standard III.C.5.	Chief Technology Officer General Counsel	ITAC completed draft in May 2016 Approval and implementation expected in Fall 2016	Faculty and staff will have clear directions for the appropriate use of computers and the appropriate use of classroom technology
Evaluate the RRP Handbook both as a tool and the processes themselves	Standard IV.A.1.	Chancellor Academic Senate President Classified Senate President Associate Vice Chancellor of Institutional Development/ALO	Ongoing informally through training sessions; formally during Spring 2018 through survey and discussion in PGC, Academic Senate, Classified Senate, and other forums as appropriate.	RRP Handbook will continually improve and adapt as needed to ensure currency and utility